



**City of McMinnville**  
**Public Works Department**  
231 NE 5<sup>th</sup> Street  
McMinnville, OR 97128  
503.434.7312  
[www.mcminnvilleoregon.gov](http://www.mcminnvilleoregon.gov)

**Airport Commission Meeting**  
**Tuesday, January 2, 2024**

*City Council Chambers, Civic Hall, 200 NE 2<sup>nd</sup> Street or Zoom*

**3:00 pm Regular Meeting:**

*You may join online via Zoom Meeting:*

<https://mcminnvilleoregon.zoom.us/j/81550501533>

Meeting ID: 815 5050 1533

Passcode: None

*Or you can call in and listen via zoom: 1- 253 215 8782*

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**Chairman: Grayson Barrows**  
**Vice-Chairman: John Stanislaw**

**City Councilor Adam Garvin**  
**Commissioner Richard Martinez**  
**Commissioner Michael Griffiths**

**Commissioner Mark Fowle**  
**Commissioner**

*Public Participation:*

*Public Comments: If you wish to address the Airport Commission on any item not on the agenda, you may respond as the Airport Commission Chair calls for "Invitation to Citizens for Public Comment."*

**----- MEETING AGENDA ON NEXT PAGE -----**

## AGENDA

1. **CALL TO ORDER** (Chairman Barrows)
2. **CONSIDER MINUTES OF THE November 7, 2023 COMMISSION MEETING**
  - Commission Action Required: **By MOTION and VOTE, the Commission shall approve the minutes from the November 7, 2023 meeting.**
3. **ELECTION OF NEW AIRPORT COMMISSION CHAIRMAN**
  - Election process will use the standardized script.
4. **ELECTION OF NEW AIRPORT COMMISSION VICE CHAIRMAN**
  - Election process will use the standardized script.
5. **INVITATION FOR PUBLIC COMMENT**
  - *This section of the agenda allows for the public to address the Airport Commission regarding any issue not on the agenda. The Chair will also invite airport users and business owners to report on current activities at the airport. Matters requiring further investigation or detailed answers will be referred to City staff for follow-up at a future meeting.*
6. **AIRPORT COMMISSION REPORT AND COMMENTS** (Chairman & Commissioners)
7. **DISCUSSION ITMES**

Airport Commission Vacancy	Airport Administrator
Airport Commission Roles & Responsibilities	Airport Administrator
Airport Master Plan Public Advisory Committee	Airport Commissioner Fowle
Air Show	Airport Administrator
8. **AIRPORT MANAGER COMMENTS** (Potcake Aviation, Dehner)
9. **AIRPORT ADMINISTRATOR COMMENTS** (Airport Administrator, Williamson)
10. **ADJOURNMENT** (Chairman)

NOTE: The next regularly scheduled Airport Commission meeting is tentatively set for **Tuesday, March 5, 2024 @ 3:00 pm**. Information regarding the meeting will be posted on the City's website.